



Po Leung Kuk Lam Man Chan English Primary School

保良局林文燦英文小學

Farm Road Campus 農圃道校舍：

2, Farm Road, To Kwa Wan, Kowloon 九龍土瓜灣農圃道二號

Tel 電話：(852)2755 7799 Fax 傳真：(852)2755 7770

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Sheung Heung Road Campus 上鄉道校舍：

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Tel 電話：(852)2712 1270 Fax 傳真：(852) 2714 2658

Po Leung Kuk Lam Man Chan English Primary School Plan on Use of Capacity Enhancement Grant (2016 – 2017)

Task Area	Major Area of Concern	Time Scale	Strategies/Tasks	Benefit Anticipated	Success Criteria	Method	Resources	People Responsible
Recruitment of 3 Extra-curricular Activities(ECA) Coordinators	To reduce the workload of the teachers in general so that teachers can have more focus on teaching and curriculum planning/design	Whole year	<ul style="list-style-type: none"> ✧ Assist in recruiting the participants of ECA ✧ Assist in arranging the venues and times of all the school teams and interest classes ✧ Assist in reserving the venue for whole school functions ✧ Assist in checking the attendance records of all the interest classes ✧ Assist in leading students to the competitions ✧ Assist in collecting and analyzing the parents' and students' feedback on the arrangement of the school teams and the interest classes ✧ Assist in keeping the records of students' performance in other learning experience 	Teachers overall workload relieved	Increased the efficiency in arranging all the school teams and interest classes for students	<ul style="list-style-type: none"> ✧ Feedback from teachers at the year-end meeting ✧ Parents' questionnaire ✧ Students' questionnaire 	Salary of 3 ECA Coordinators for 12 months and MPF contribution: \$14,960x105% x 12 X 3 =\$565,488.00	Head of Activities Department



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Task Area	Major Area of Concern	Time Scale	Strategies/Tasks	Benefit Anticipated	Success Criteria	Method	Resources	People Responsible
Recruitment of 2 Librarians	To reduce the workload of the teachers in general so that teachers can have more focus on teaching and curriculum planning/design	Whole year	<ul style="list-style-type: none"> ✧ Assist in stocking the story books ✧ Assist in managing the Access Management System ✧ Assist students in borrowing and returning books in the library ✧ Assist in classroom activities in Library lessons ✧ Assist in reading promotion 	Teachers overall workload relieved	Cultivated a love of reading in students	✧ Feedback from teachers	Salary of 2 Librarians for 12 months and MPF contribution: (\$14,960+\$9665) x105% x 12 =\$310,275	Vice Principal



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Budget:

	Income (2016-2017)	Expenditure (2016-2017)	Balance Brought Downward (2015-1016)	
Balance bought downward from previous year			\$755,899.50	
Subsidy	787,752.00			
Recruitment of 3 ECA Coordinators		\$565,488		
Recruitment of 2 Librarians		\$310,275		
Total:	787,752.00	\$875,763	\$755,899.50	
			Balanced carry forward to next year	\$667,888.50

Subject to the confirmation from School IMC.